



16 SEP 2020

Tēnā koe

On 11 August 2020, Oranga Tamariki transferred your request, under the Official Information Act 1982 (the Act), to the Ministry of Social Development (the Ministry) for a response. You requested the following information about the Canterbury Refugee, Resettlement and Resource Centre (CRRRC):

In the CRRRC's performance report for end of FY 2019 in a list of revenue there is an item from "Ministry of Children" for \$40,000. There was also a listing from the Ministry of Children for \$15,000 in 2018.

- *Can you let me know if OT was the funder referred to in this report?*
- *What expectations were given to CRRRC for how this funding was to be spent?*
- *Can you provide reports and correspondence (between CRRRC and OT) regarding this funding and how it has been spent by CRRRC?*

I can confirm that the Ministry was the agency who provided this funding to CRRRC. Where you requested information from Oranga Tamariki, I have responded on behalf of the Ministry instead.

Please find enclosed the following documents which were identified as being in scope of your request, and include information on the expectations and spending of this funding:

1. *Funding proposal, 1 June 2017 – 20 June 2018*
2. *Outcome Agreement #327163, January – June 2018*
3. *Progress Report #327163, January – June 2018*
4. *Application for funding #327531, 1 July 2018 – 30 June 2019*
5. *Outcome Agreement #327531, October 2018 – June 2019*
6. *Progress Report #327531, October 2018 – June 2019*
7. *Letter of Grant #327684, 1 April 2019 – 10 July 2019*
8. *Progress Report #327684, June 2019*

Please note that the names and details of some individuals are withheld under section 9(2)(a) of the Act in order to protect the privacy of natural persons. The need

to protect the privacy of those individuals outweighs any public interest in this information.

A small amount of information is withheld under section 9(2)(b)(ii) of the Act, as if it was released it would be likely to prejudice the commercial position of the organisation who provided the information. The greater public interest is in ensuring that the commercial position can be maintained.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public. The Ministry will do this by publishing this letter and attachments on the Ministry of Social Development's website. Your personal details will be deleted, and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact OIA_Requests@msd.govt.nz.

If you are not satisfied with this response about the funding provided to the Canterbury Refugee, Resettlement and Resource Centre, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Ngā mihi nui



Manala King
General Manager
Māori Partnerships and Programmes

Funding Proposal for CRRRC for one year

Date of the project:

Canterbury Refugee Resettlement & Resource Centre's (CRRRC) kaupapa: we aim to bridge the gap between the refugee background people of all ages by creating a more harmonious, more welcoming, inclusive environment through building a shared respect, by connecting our common experiences and celebrating our differences.

Our work: we facilitate community engagement activities in refugee communities in Christchurch and the wider Canterbury region. The funding will be utilised to implement our various projects catering to every age group that are run on a monthly basis. The programmes include social events such as elderly trips and English language chat sessions; monthly health workshops on a range of topics covering issues of navigating health issues and other specific health issues pertaining to elderly, pregnant women and youth; youth camps, building youth capacities and competencies to encourage them to participate in their communities, as well as to the concept of volunteerism; family reunification orientation programme covering topics such as legal aid, WINZ, Housing, Employment, Education and Health.

We also organise a yearly regional refugee forum run on various themes related to refugee issues. These forums have increasingly become quite popular amongst the service providers and

government agencies working for refugees. The forum is the only event run by a refugee organisation anywhere in New Zealand and is regarded highly nationally as well including by MBIE, Refugee protection branch.

We also organise cultural events and programmes as a way to foster friendship and interaction between the local host communities as well and refugee communities. CRRRC also believes in advocacy through research and is in the process of facilitating several projects on areas like mental health and well-being as well as other areas. The research projects are conducted to fill the gap in the area of research in refugee resettlement from the perspective of refugee background communities and those working in the refugee sector.

Topics to be covered:

- Mental health
- Family violence
- Education
- Housing
- Health
- WINZ
- Community Well-being
- English Language

Purpose of the funding:

An approved grant will be used to make a positive contribution to the resettlement process of parents and children from refugee backgrounds. Furthermore, the grant will also be utilized to train our youth leaders to facilitate and support family violence and youth family issues programmes in a professional and culturally responsive manner.

Project Description: Parenting is considered as one of the most rewarding jobs in the world. While there are no set rules for parenting with each family different from the other researches have shown that positive parenting raise successful, happy, confident, and resilient children. Family is one of the first social institutions that children become a part of and enter into. Thus, it is imperative that families should be able to provide a positive and supportive environment for them to flourish but unfortunately, that is not always the case. Many children in New Zealand suffer family or domestic violence which is not only wrong but illegal.

Family violence is not necessarily physical but may be psychological, emotional, sexual, social, financial as well as technological. It is not only teenagers or young children but even babies and toddlers are affected by violence, whether they are the direct victim or not. The effects of violence are long lasting and can delay normal childhood milestones. Moreover, a baby even before it is born can be affected by the trauma or stress of violence of the mother.

While the need for parent education with respect to family violence cannot be undermined in any community, the need is more there in refugee background families. A large number of these

families come from war torn countries and share common experiences of trauma, loss, dislocation, and persecution. Pre-migration experiences combined with the stress and challenges of settling into a new country can further enhance the stress of the family and effect the parenting practices. Furthermore, there is an additional burden of understanding the culture and background of the host community on the families. Resettlement in New-Zealand bring with itself a host of challenges for the families who may feel more isolated because of language barriers and cultural differences. The resettlement process can be difficult for both children and parents but more so for parents who have to understand a whole new culture and its workings which can be sometimes at odds with their own understanding of parenting. For example, shouting at children is considered normal in certain communities by parents who think they are exercising their rights but is actually a form of violence. Researches have shown that a supporting environment which provides effective strategies and problem solving methods can ease the resettlement process.

The CRRC draws on the findings of the researches conducted on the importance of educating parents on family violence and its effects on children.

What we will do: the CRRC will be conducting a series of seminars, workshops, and talks on the importance of identifying and practicing culturally appropriate strategies for intervention. Also, parent's involvement is considered as one of the primary requisite for children's educational success. By providing right skills to parents the CRRRC aims to equip them with right tools for parenting.

We will also organise training sessions for our community leaders to equip them to deal with the topics of family violence and youth family issues.

A youth camp for refugee background youth will also be organised with the aim of encouraging youth to participate in issues pertaining to them. The camp will be run by youth leaders from refugee background themselves.

Proposed Budget for the whole year activities:

Start Date: 01/06/2017

End Date: 30/06/2018

Purpose Item	Description	Amount
Activity plan for CRRRC's whole year.	For 12 months	\$ 70,000.00

Operational Costs of the Programme for one year:

Purpose Item	Description	Amount	Breakdown of Cost (Excl. GST)
Canterbury Refugee Youth Forum and Camp	Includes Youth Camp; Leadership Training; Education Counselling and family violence support and counselling. One of the challenges while working for the youth is to encourage their participation in the activities such as family violence workshops etc. therefore, we are organising a youth camp to	\$ 20,000.00	\$10,000.00x1= \$10,000.00 (Youth Camp- accommodation; training). \$5,000.00 (Leadership training- trainer costs and 2 workshops). \$5,000.00 (Family violence and Education Counselling-

	<p>discuss these issues in a relaxed setting and to support our young people. They are more likely to open in an respond in a social setting as opposed to a formal workshop.</p>		<p>2 workshop for \$1,700x2=\$3,400.00. 1 seminar= \$1,600.00)</p>
Leadership Programmes for Refugee Youth Leaders	<p>Governance Training; Leadership Training for family violence and community building training; Capacity Building Programme.</p> <p>It is also important to train our community and youth leaders professionally for them to administer services and offer support in a professional yet culturally responsive manner.</p>	\$ 15,000.00	<p>2 Training and governance workshop. \$7,500x2= \$15,000.00.</p> <p>The workshops includes leadership training to tackle family violence issues and offer support for the youth and young victims of family breakdown and violence.</p> <p>Governance and management; Board members – roles, rights and responsibilities; Key functions of the Board; Leadership and Innovation and volunteer training.</p> <p>The costs include training & venue; koha for volunteers; refreshments).</p>
Administration support and staff salary	<p>This includes office overhead costs to conduct our various activities and to run our office professionally.</p> <p>This sum also includes a</p>	\$ 35,000.00	

	<p>portion of salary for our Community Development Coordinator who is responsible for facilitating our various programmes.</p> <p>While we do have volunteers to support our projects but it is not feasible to rely entirely on volunteers alone. As is many of them have work of their own and are kind enough to take out time for us. However, in order to run our projects we need a paid staff to oversee the work which helps to run our activities on time. It also reduces the reliance on volunteers and strengthen our organisation.</p>		
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☐ Total amount requested: **\$70,000.00**

RELEASED UNDER THE
OFFICIAL INFORMATION ACT



**MINISTRY OF SOCIAL
DEVELOPMENT**

TE MANATŪ WHAKAHIATO ŌRA

Outcome Agreement

between

Ministry of Social Development

and

Canterbury Refugee Resettlement and Resource Centre Incorporated

Outcome Agreement Number	327163
Commencement Date	01 January 2018
Term	Six Months
Expiry Date	30 June 2018
Total Outcome Agreement Price (excluding GST)	\$15,000.00

Please note these payments exclude GST. However, payments for GST registered providers will have GST added subject to the terms and conditions of this Outcome Agreement.

Outcome Agreement

Parties

Ministry of Social Development The Sovereign in right of New Zealand acting by and through the Chief Executive of the Ministry of Social Development (**Purchasing Agency**).

Canterbury Refugee Resettlement and Resource Centre Incorporated, incorporated under the Incorporated Societies Act 1908 and having its registered office at 166 St Asaph Street, Central, Christchurch 8011 (**the Provider**).

Introduction

- A The Framework Terms and Conditions (2nd edition) are part of this Outcome Agreement. The Framework Terms and Conditions are available at www.procurement.govt.nz
- B This Outcome Agreement describes the:
- (i) Outcome to be achieved;
 - (ii) Services that the Provider will provide to contribute towards achieving that Outcome; and
 - (iii) the performance measurement framework to assess the provision of the Services, and whether the Services have contributed towards achieving the Outcome.
- C The Purchasing Agency engages the Provider to provide the Services on the terms of this Outcome Agreement (including the Framework Terms and Conditions).

It is agreed:

1 Relationship between this Outcome Agreement and the Framework Terms and Conditions

- 1.1 This Outcome Agreement is deemed to incorporate and be governed by the Framework Terms and Conditions (as added to or modified in accordance with clause 9 of this Outcome Agreement).
- 1.2 Unless the context otherwise requires, all terms defined in the Framework Terms and Conditions have the same meaning in this Outcome Agreement.
- 1.3 The Introduction above forms part of this Outcome Agreement.

2 Term of this Outcome Agreement

- 2.1 This Outcome Agreement will commence on 01 January 2018 and end on 30 June 2018 unless extended pursuant to clause 2.2 or terminated earlier in accordance with the Framework Terms and Conditions.
- 2.2 The Purchasing Agency may extend the term of this Outcome Agreement for an additional period by giving the Provider notice it wishes to extend the term before the date when the term would otherwise expire.

3 Services

- 3.1 The Provider will provide the Services described in Appendix 1.
- 3.2 In providing the Services, the Provider will meet or exceed any deliverables set out in the provider report. The deliverables will be used to determine whether the Provider has been successful in delivering each Service in accordance with this Outcome Agreement, so as to contribute toward achieving the Outcome linked to each Service.
- 3.3 In providing the Services the Provider must follow the reasonable directions of the Purchasing Agency. Such directions must be consistent with the terms of this Outcome Agreement.

4 Payment

- 4.1 Subject to the Purchasing Agency's rights under the Framework Terms and Conditions relating to the Recovery, Reduction or Suspension of Payments, the Purchasing Agency will pay the Provider for the Services the amounts, and at the times specified in Appendix 5.

5 Contract management

- 5.1 The contract management arrangements for this Outcome Agreement (including monitoring, reporting and audit) are set out in Appendices 2 to 4.
- 5.2 The Provider and Purchasing Agency will comply with all applicable obligations under Appendices 2 to 4.

6 New IP

- 6.1 If, contrary to the intellectual property clauses in the Framework Terms and Conditions, any New IP that is to be owned by the Purchasing Agency will be recorded in Appendix 6.
- 6.2 Any agreed uses of New IP are recorded in Appendix 6.

7 Privacy of personal information

- 7.1 The details of any personal information that will be shared between the Purchasing Agency and the Provider, and any agreed approach to the management of such information, are recorded in the associated Service Specifications and/or Guidelines if applicable.

8 Relationship Managers and contact details

- 8.1 Each party's postal address, email address, phone number and Relationship Manager details is set out below:

Purchasing Agency:

Relationship Manager:

s 9(2)(a)

Designation:

Lead Advisor

Address:

PO Box 1556
Wellington 6140

Phone:

s 9(2)(a)

Mobile phone:

Email:

@msd.govt.nz

Provider:

Relationship Manager:

Ahmed Tani

Designation:

Chairperson

Address:

PO Box 13585
Central
Christchurch 8141

Phone:

s 9(2)(a)

Email:

CantyRefugeeCouncil@gmail.com

9 Changes or additions to the Framework Terms and Conditions

- 9.1 The Provider and Purchasing Agency agree to amend the Framework Terms and Conditions as set out in Appendices 7 and 8.
- 9.2 Except as set out in Appendices 7 and 8, the Framework Terms and Conditions remain in full force and effect in relation to this Outcome Agreement.

Signatures

Ministry of Social Development

Signed by s 9(2)(a)

Lead Advisor
Commissioning & Market Building

I have a delegation under section 41 of the State Sector Act 1988 to sign on behalf of the Ministry of Social Development.

s 9(2)(a)

01/06/18

Signed

Date

Canterbury Refugee Resettlement and Resource Centre Incorporated

Signed by Ahmed Tani

Chairperson

I have authority to sign for Canterbury Refugee Resettlement and Resource Centre Incorporated and confirm this Outcome Agreement has not been altered from what was last provided by the Purchasing Agency.

Ahmed Tani

24/05/2018

Signed

Date

Appendix 1 – Services and Outcomes

Outcome (Population)		
By providing the Services under this Outcome Agreement, the Provider will be contributing towards the following Ministry of Social Development outcomes:		
<ul style="list-style-type: none">• Prevention and reduction in vulnerability and harm for individuals, families and communities and• Reduction in the number of families that experience hardship and adverse life outcomes.		
Detailed Service Description	Service Location	Outcome Agreement Price
To support the delivery of workshops in the refugee and migrant communities in Christchurch that strengthen whānau and eliminate violence.	Christchurch	\$15,000.00
Total		\$15,000.00

Please note these payments exclude GST. However, payments for GST registered providers will have GST added subject to the terms and conditions of this Outcome Agreement.

Appendix 2 – Monitoring by the Purchasing Agency

Financial Year of Visit	Monitoring or Support Visit Due Date
F2018	March 2018 or as otherwise agreed between the Parties.

Appendix 3 – Regular reporting by the Provider

The Provider shall provide the Purchasing Agency Relationship Manager with the following reports and information.

Reporting Name	Date Due	Period Covered by the Report
Provider Return		
Appendix 9	10 July 2018	01 January 2018 to 30 June 2018.
Narrative Report		
Appendix 10	10 July 2018	01 January 2018 to 30 June 2018.

Appendix 4 – Regular Audits or Accreditation of the Provider

Audit or Accreditation Review: Social Sector Accreditation Standard Levels	Review Cycle Frequency (risk dependent)
Level One	6 months – 1 year
Level Two	2 years
Level Three	2 – 3 years
Level Four (Self-Assessment)	2 years
Level Five (Self-Assessment)	Not applicable

Appendix 5 – Payment for Service/s

Payment Number	Payment Date	Instalment Amount
1	Following the signing of this Outcome Agreement by both Parties and upon receipt of a valid itemised Tax Invoice.	\$15,000.00
Total		\$15,000.00

Please note these payments exclude GST. However, payments for GST registered providers will have GST added subject to the terms and conditions of this Outcome Agreement.

Appendix 6 – New IP

Not applicable.

Appendix 7 – Changes to the Framework Terms and Conditions

- 7.1 The Purchasing Agency and Provider agree that despite the provision on the accreditation reviews in the Framework Terms and Conditions (see clause 5.6 of the Framework Terms and Conditions), the Accreditation Review for Level One of the Social Sector Accreditation Standards will be every six months unless otherwise agreed by the Purchasing Agency (see Appendix 4 of this Outcome Agreement).

Accreditation Status means accreditation at levels 1 to 4 under the Social Sector Accreditation Standards.

- 7.2 Despite clause 11.1 of the Framework Terms and Conditions, the Purchasing Agency may terminate the Outcome Agreement by giving the Provider not less than six months prior written notice (or such other period agreed by the parties in writing).

Appendix 8 – Additional Terms to the Framework Terms and Conditions

The Purchasing Agency and Provider agree that the following additional terms form part of this Outcome Agreement:

8.1 Health and Safety at Work Act 2015

The Provider will:

- Consult, cooperate and coordinate with the Purchasing Agency to the extent required to ensure both Parties comply with their respective obligations under the Health and Safety at Work Act 2015 as they relate to the Outcome Agreement.
- Perform its, and ensure that its Personnel perform their, obligations under the Outcome Agreement in compliance with its and their obligations under the Health and Safety at Work Act 2015.
- Comply with all reasonable directions of the Purchasing Agency relating to health, safety and security.
- Report any health and safety matters, as determined by the Purchasing Agency's Social Sector Accreditation Standards (for Levels 1 to 4 Service/s only), the Purchasing Agency's policy, or any notice issued under the Health and Safety at Work Act 2015, to the Purchasing Agency to the extent that it relates to, or affects, the Outcome Agreement.

Appendix 9 – Provider Report and Deliverables

Canterbury Refugee Resettlement and Resource Centre Incorporated Report Form for Period 01 January 2018 to 30 June 2018

Report Due Date
10 July 2018

Signed by: _____

Date: _____

Name: _____

Position: _____

Description of Service	Deliverables (during the reporting period)	Quantity of Service	Due Date
To support the delivery of workshops in the refugee and migrant communities in Christchurch that strengthen whānau and eliminate violence.	To coordinate and facilitate a youth leadership training camp with the refugee and migrant youth community focussing on education, counselling and support around family violence	3	10 July 2018
	Number of participants attending the Youth Leadership training camp	20	
	To coordinate and facilitate programmes for Refugee Youth Leaders focussing on Governance; Leadership; Capacity Building.	2	
	Number of participants attending the Governance, Leadership and Capacity Building training.	20	
	Percentage of attendees who expressed they were satisfied with the summit and workshops.	100%	
	Narrative Report	1	

Appendix 10 – Narrative report

Narrative section: To be completed once per year – 10 July 2018
Please provide the following information:
An explanation of the variance (if any) between the service measures funded and the service measures delivered.
What were the highlights/achievements of this project for your organisation?
What were some of the challenges you faced with this project?
Outcomes and reflections
What were the outcomes/results – intended and unintended?
Are there any learnings from the activities that you would like to share?
How has the project contributed to improved attitudes and behaviours?

Important Note: If you are submitting your Provider Return Report by email please send it to s 9(2)(a) @msd.govt.nz

Progress Report

Project Details

Project name	To support the delivery of workshops in the refugee and migrant communities that strengthen whanau and eliminate violence.
Location	Christchurch
Grant No.	327163
Reporting period	01 January 2018 to 30 June 2018
Report compiled by	Canterbury Refugee Resettlement & Resource Centre

Summary

Activities & Outputs

Activity 1: To coordinate and facilitate the Refugee Elderly Programmes.

Status	Complete
Objective	To run sessions that will enhance participation of elderly refugee members in the community and reduce social isolation.
Activity dates	Planned: social outing for elderly and orientation programme

	Actual: held as planned
Progress	<p>This activity was held at the Canterbury Refugee Centre where the elderly members from refugee communities came to the Centre and participated in a host of social activities aimed at enhancing social interaction and lessen social isolation faced by elderly.</p> <p>They were provided with refreshments and interpreter if required.</p> <p>The elderly members also participated in the community garden located at the premises of the Canterbury Refugee Centre.</p>
Outputs created	<p>The elderly members from the refugee background are one of the most vulnerable group as they have limited mobility and their limited command over English language. This makes it difficult for them to access various programmes on offer for elderly in the mainstream organisations.</p>

Activity 2: To coordinate and facilitate the Refugee Family Health Orientation Programmes.

Status	Complete
Objective	To run orientation sessions for all members of refugee communities to discuss issues related to family violence and its impact on the health and wellbeing
Activity dates	<p>Planned: February to April</p> <p>Actual: held as planned</p>
Progress	<p>This activity was held at the Canterbury Refugee Centre and was attended by both men and women from the refugee background. They were provided with refreshments and interpreters.</p> <p>All the sessions were a success. The participants found the sessions to be informative.</p>
Outputs created	<p>Family violence is a topic that is not discussed much by the community even though it is a highly prevalent issue due to the stigma attached especially for women. Thus, it is important to equip women with tools to handle the situation in case of incidents harming them or their family. Topics like availability of services, protection laws for the victims as well as availability of interpreters etc were discussed.</p>

	Many are not even aware of the breadth of services available for them while others are unable to access the services due to limited English language skills, lack of mobility, lack of interpreters and so forth.
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Activity 3: To coordinate and facilitate the Refugee Youth Activities.

Status	Complete
Objective	To run activities for refugee youth which aims in enhancing their mental wellbeing as well as enhance their knowledge in areas of education and employment. To run orientation sessions on alcohol abuse and violence.
Activity dates	Planned: January and February Actual: orientation held as planned
Progress	Orientation sessions were held at the Canterbury Refugee Centre for the youth on the perils of abusing alcohol and drugs. The area of focus was issues arising out of alcohol abuse and violence. The youth were given a safe space to discuss issues related to substance abuse in their community as well as the difficulties they face in discussing such issues at home. The youth spoke about straddling two cultures and how they have to live in two different worlds at the same time which has an impact on their mental health,
Outputs created	Young people enjoyed the sessions as they felt it spoke on issues pertinent to them and in a space where they felt safe.



MINISTRY OF
SOCIAL DEVELOPMENT
Te Manatū Whakahiato Ora

**Application for Funding
for**

E Tu Whānau:

**Programme of Action for Addressing
Family Violence**

1 July 2018 – 30 June 2019

Purpose of this fund

The E Tu Whānau fund recognises and addresses the serious impact of violence within whānau, hapū and iwi. It provides an opportunity for Māori to lead the solutions to address these issues with the support of government.

The purpose of the funding is to enable whānau, hapū, iwi, to make the changes needed to create a different future for themselves, to identify and develop initiatives that meet the needs of their communities, are accessible and appropriate, and do not have unintended consequences.

E Tu Whānau – elimination of all forms of violence

We know that whānau and hapu are the key to eliminating family violence. The last few years have seen a shift in focus from government-driven to Māori-driven solutions that are based on kaupapa Māori ways of working.

The Programme of Action provides a framework for Te Ao Māori and government to continue to work together on addressing issues of violence. The Programme of Action has ensured that violence within whānau is now a regular agenda item for Iwi Leaders. At a community, hapū and whānau level, the E Tu Whānau messages are being discussed on marae, around dinner tables, in prisons and in a range of other forums around Aotearoa.

The current E Tu Whānau Programme of Action (2013-2018) has a focus continues on:

- Māori-led solutions grounded in tikanga and based on whānau strength
- responsibility and accountability for positive change – from iwi, government and whānau
- community discussion and action, led and modelled by Kahukura (community thought leaders).

Priority areas

We have identified two key areas for action for this next phase of E Tu Whānau.

Leadership	Changing attitudes & behaviours
Effective, visible and visionary leadership across all levels of Te Ao Māori founded on a shared commitment to Te Mana Kaha o te Whānau. Includes nurturing Kahukura as leaders of positive change.	Whānau are supported, educated and informed in a culturally appropriate way that builds Te Mana Kaha o te Whānau and helps eliminate violence.

Initially the fund will be focused on Leadership and Changing attitudes and behaviours

The first Programme of Action has created the opportunity for whānau, hapū and iwi to become involved in programme delivery and provide invaluable feedback and input that has helped shape the direction, messages and resources developed under the E Tu Whānau "brand". The Programmes of Action reflect the aspirations, experiences and commitment of iwi leaders, practitioners and whānau across Aotearoa.

The focus of E Tu Whānau continues to be on whānau, hapū and iwi taking responsibility for setting up programmes and initiatives that address the needs of their communities and bring about change. This fund will be allocated in the form of grants for one-off projects or shorter-term initiatives.

Where applications for grants are initiated by whānau, hapū, community organisations that have not had significant experience of formal contracting with government, we will encourage links with other organisations to ensure safety, both for the group as it delivers its programme as well as for the community it is working with.

Initial criteria for decision-making

Projects will be:

- committed to the strengthening of Whānau and the elimination of violence within their sphere of influence
- Māori-driven with a whole-of-whānau approach that is based on tikanga
- committed to the principles, philosophies and values of E Tu Whānau
- consistent in their approach, as well as having the potential to be responsible for sustainable change over the long-term
- community-driven projects that are inclusive in that community
- strengths-based with an evidence base to show the approach is working in the way it's intended
- collaborative and connected with other projects, local initiatives, government services and programmes where appropriate
- able to put "safe" processes in place. These will be in the form of either appropriate legal status in its own right or with the support of an umbrella iwi organisation (for example), which is prepared to administer the grant on behalf of the whānau/hapū/group and take initial responsibility for any accountability or reporting requirements
- prepared to develop a strong relationship with Ministry of Social Development, E Tu Whānau initiatives as an active partner in building a relationship based on honesty, trust and integrity.

Terms and Conditions Applying to Grants/Funding

The following conditions will apply in terms of grants/funding.

- The grant/funding will only be spent on what has been approved by Ministry of Social Development, E Tu Whānau.
- The grant/funding will be spent within 12 months of being allocated, or within an agreed timeframe.
- Any unspent funds will be returned to Ministry of Social Development on the project's completion or if for some reason the project is not completed within the agreed timeframe or is unable to proceed.
- **The contribution of the Ministry of Social Development, will be noted in any media publicity associated with the project.**
- An accountability report will be provided to Ministry of Social Development on the project as per agreed timing.
- The grant/funding may be held with funding from other sources. However details of other funding sources and how they are being used must be disclosed at time of application.
- Projects that have not previously received funding from other government or private sources or may be unlikely to receive funding from other services will be considered on their merits.
- The main project objectives, stages, and how funding will be applied must be included in the application.
- The application must be supported by Iwi, Marae,

We are not likely to fund

- Individuals
- Sporting groups
- Rest homes and hospitals
- Environmental groups
- Purchase of land or buildings
- Overseas travel
- Capital funds, or
- Projects already completed

Organisation Details

1. Name of Whānau/Hapū/Iwi/Organisation:
2. Postal Address of Organisation:
3. Street Address of Organisation:
4. Primary Contact Person: Email:
- Position in Organisation:
- Phone /fax (day): (Cellphone):
- Alternative Contact Person:
- Phone/fax (day): (Cellphone):

Note: Please ensure that the two contact people are aware of the details in this application form, and that they are key people within the organisation.

5. Is your organisation a legally incorporated society or trust? YES ☒ NO ☐
If yes please give name of the trust _____

6. Please record your Bank Account No:

For all new applicants, please attach a Bank generated Deposit Slip to the back page.

7. Please record your GST Registration No. (if applicable):

8. Has your organisation received a letter from the Inland Revenue Department approving it as a tax exempt charity for the purposes of the Estate and Gift Duties Act 1968 and the Stamp and Cheque Duties Act 1971 and a donee organisation for the purposes of the Income Tax Act 1994.

Yes ☒ No ☐

If so please attach a copy of the letter to this application.

9. How many people are involved in running your organisation? Paid Volunteers

10. How many people/clients does your organisation work with, or is likely to work with this year?

11. Please describe the people you work with (age, gender, iwi affiliation, location)

We work with people from refugee background based in Christchurch and wider Canterbury. The communities comprise of people of all ages, religions, and ethnicities.

Please briefly explain the objectives of your group/organisation: The central objective of our organisation is to provide services and advocacy for former refugees resettled in Aotearoa. We aim to:

- To provide a forum for refugee groups within Canterbury for the exchange of ideas and information regarding issues affecting refugees and to promote joint action and cooperation by them regarding common concerns.
- To promote and support the development of refugee communities.

3. To promote public awareness and greater understanding of refugee/asylum seeker issues by national and local government, and private and public institutions, and the general public of Canterbury
4. To work to ensure that that local and national government, public and private institutions, and the general public of Canterbury and New Zealand fulfill their legal, moral, and humanitarian obligations to refugees/asylum seekers in both Canterbury and New Zealand
5. To serve as a networking/advocacy group for the refugee/asylum seeking community of Canterbury and to take up individual cases where appropriate
6. To provide advice to the Government and Government agencies on policy matters affecting refugees/asylum seekers
7. To offer practical support to children of refugees/asylum seekers and to help them adjust to life in New Zealand
8. To advocate on the behalf of and to support refugee background individuals in their daily lives which entails being responsive and resolving community issues like housing, health, family violence, benefit entitlements and other such matters
9. To act as mediators between agencies, schools, the Police and the refugee individuals ensuring cultural understanding
10. To carry out such other activities as are consistent with the charitable objects of the Council.

Project Details

12. Give a description **of the specific project** for which you are seeking funding assistance: **Note: Please complete a separate form for each project application**

We request funding to organise a domestic violence programme for refugee families and young people. The programme is a part of our ongoing work with the refugee communities where we organise workshops, sessions, forums and interactive activities.

Please specify the need you will be meeting and how you know it exists

Refugee community needs are vast and range from issues with the Police, visiting the GP, managing medications, understanding the school system, employment, settling into the host community and so forth. Apart from the resettlement issues there are many mental health concerns arising out of their circumstances, family violence being one of the most significant one. Therefore, we have decided to have a family violence programme. We know that this is a pressing problem and exists because of the work we do which is at the grassroots level.

We have our Strengthening Refugee Voices group comprising of local refugee community leaders who work directly with their communities. We hold monthly meetings and it is from these meetings we identified the issue of domestic violence and the need of family violence based initiatives. We work side-by-side to ensure refugees understand their obligations and receive access to services and entitlements – we empower both refugees and agencies with appropriate knowledge and build relationships moving forward. This attitude and practice encourages positive community development.

In regard to this particular project, in the course of past few years Canterbury Refugee Council has organised several forums, workshops, seminars, community meetings featuring the topic of health and from the evidence collected in the form of reports, anecdotes, talks we have realised that domestic violence is a persistent issue and a root of several issues.

Please describe your project and the results it will achieve for the people involved.

What will you be doing

In the past we have had several domestic violence related initiatives but this year we have decided to move a step further and make our programmes more interactive. Therefore, we will be having a series of workshops on domestic violence that is going to be interactive in which the communities will be participating in terms of talking to each other, skits as well as interactive workshops.

Who will be involved- Participants (general description age, gender, iwi affiliation, location, number)

The communities are diverse and comprise of diverse ages, gender, and is based all over Christchurch and wider Canterbury area.

Who will be involved-Delivery

Our Centre will be involved with the facilitation and delivery of the project.

<p>Where will this happen</p> <p>Christchurch</p>
<p>Where will the participants come from</p> <p>The participants come from various background and ethnicities settled in Christchurch, and are from diverse refugee backgrounds such as Somali, Afghan, Kurdish, Ethiopian, Eritrean, Nepalese, and Bhutanese.</p>
<p>Who will you be collaborating with</p> <p>We will be collaborating with Aviva, Shakti and other groups working with victims of domestic violence from ethnic background in particular. This time we want the programmes to be informative as well as interactive.</p> <p>We will also be working with the community police as well as Community Law who will provide workshop on the legal side of the issue.</p>
<p>What will be different as a result of this programme – for the participants</p> <p>For the participants: This is a hidden community of people who have suffered from domestic violence and are suffering from several issues. . Bringing these people together will develop their capacity to successfully overcome their situations and build up ways for them to talk about their problems or at least create awareness in how to face or prevent a situation like that.</p> <p>With this level of empowerment it is likely to increase their participation in other walks of life and help their confidence grow.</p>
<p>What will be different as a result of this programme – for the community</p> <p>We endeavour to make communities self-reliant and independent by supporting former refugees to contribute their many skills and talents to the community which it believes will ensure successful integration and build understanding within the host community.</p> <p>By creating more awareness on family violence issues and showing them ways and avenues to overcome these issues we will be helping communities to be more independent and be able to deal with situations on their own. Also, they will be more interested in issues if they have awareness on how to handle it which in the long term creates a greater sense of community wellbeing.</p>
<p>How might this change be measured</p> <p>We measure the changes through different ways: we conduct surveys or hand out feedback forms after the programme to measure the community response to the event so as to get information about how much knowledge are they taking back from these type of events. In addition to that how attending the programme has helped them at a practical level.</p> <p>We then share the information with the organisation with whom we collaborate with to get an idea of our shortcomings and how to overcome them in the future. We look to satisfaction with our services and opportunities to provide more services as a measure of confidence in our approach or services.</p>

Is this work already happening? If so who is doing it

In the past also we have been organising programmes related to family violence which has been taken quite positively from the communities. We endeavour to continue hosting such programmes for the refugee communities in the future as well.

We are unique in that we are "refugee for refugee" services. There is no other group providing this grassroots service. We are an independent NGO without political or religious affiliation and therefore can span a very diverse group of people.

What are some of the things that might stop this working well, and how will you manage them?

One of our major hindrances will be lack of sufficient funds which has the capacity to stall our programmes. Since, we are primarily a volunteer run organisation funding has been a major issue but we will still continue to run these programmes even it has to be on a small scale like we have in the past.

Lastly, Christchurch has started to accept new refugees after earthquakes in addition to the refugees who keep coming under family reunification programme. Therefore, this issue is quite pertinent for the new refugees who are settling into a new life and mostly cover these issues under the garb of culture. Therefore, work done by organisations like ourselves run by former refugees is quite impactful in tackling these issues with culture sensitivity.

Please continue on separate sheet if you need any more space.

13. Briefly describe any voluntary effort or donated materials provided for the project

Voluntary effort: (eg. Number of hours)

200+

Donated materials: (eg. Approximate \$ value)

Please do not include the \$ value of your voluntary contribution in your budget

14. Please provide a detailed budget specifically for the project for which you are seeking assistance:

Note: (i) All figures must be GST exclusive.

Expenditure (for project only)	\$	Income (for project only)	\$
		Funds on hand	
Family Violence workshop x4 (separate ones for men, women, youth and families)	1,500.00x 4= 6000.00	User Fees/Subs	
		Sponsorship	
Forum on family violence and how to prevent it.	2,000x2= 5,000.0 0	Other grants (granted/proposed)	
		Loans (granted/proposed)	
Volunteer costs including koha	3,500.00	Other eg fundraising	
Refreshments and transportation cost for the elderly and women to attend the activities (transportation is the major chunk as elderly don't have private vehicles)	5,000.00		
Venue Hire	500.00	Your contribution is (B)	
Total Cost of the project is (A)	20,000.00		

To find out how much money you should apply for, subtract **your contribution (B)** from the **total cost of the project (A)**. The answer is the amount of money you require in order for the project to go ahead.

How much money are you applying for?

\$20,000.00

15. If you have applied to any other organisation(s) for funding for this project please list the organisation(s), the amount of money you are applying for and the result of your application.

Organisation/s	Amount Requested \$	Date of funding decision	Approved (how much) Declined or Under Consideration

16. Is there anything else in support of your project that you would like to add?

Our services are unique in that they are specifically – “refugee for refugee”. This gives us an advantage as we are immersed in the refugee experience and have the multitude of skills required to manage this diverse community – linguistically and culturally. Therefore, we provide an easily accessible service for refugees that cannot/will not approach a mainstream organisation.

(Continue on back page if necessary)

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

17. **Declaration:**

This must be signed by two people, including the one listed as contact on the first page of this application form.

We consent to collecting the personal contact details provided above, retaining and using these details to assess information supplied as part of this Community Development funding application. We acknowledge our rights to have access to this information. This consent is given in accordance with the Privacy Act 1993.

We hereby declare that the above information supplied on behalf of our organisation is correct. If this funding application is successful, _____ (state name of group) agrees to:

- (a) Make provision for the return of any money or equipment or make equipment available for community use in the event of the organisation winding up.
- (b) Spend the grant/funding on the approved project
- (c) Contact Ann Dysart, or your contract manager, if the funds are to be used differently from that stated in the application.

Signed: _____

Signed: _____

Position in Organisation: _____

Position in Organisation: _____

Date: _____

Date: _____

Please Attach:

- Bank generated Deposit Slip with account number
- A copy of your latest audited accounts, current bank statement and balance sheet from your organisation

Check List ☒

- ☐ Have you answered every question?
- ☐ Please check your budget figures are totalled correctly
- ☐ Have you attached a bank generated deposit slip?
- ☐ Have you attached current financial information?
- ☐ Have you notified your committee of this application?

Please return your application to:

Ann Dysart

IMPORTANT NOTES:

- **FAILURE TO ANSWER ALL QUESTIONS AND/OR PROVIDE DETAILS, PARTICULARLY ON PAGE 4 OF THIS APPLICATION FORM, MAY RESULT IN YOUR APPLICATION BEING DECLINED.**
- **FAILURE TO ENCLOSE ALL DOCUMENTATION REQUESTED ABOVE MAY RESULT IN YOUR APPLICATION BEING DECLINED.**

GENERAL INFORMATION

- Generally a grants process will be undertaken
- The Ministry has accountability requirements that successful applicants will need to fulfil.

ELIGIBILITY

- Applicants must demonstrate how their project reflects community development principles.
- Applicants must be a non-profit group/s.
- Projects are more likely to be supported where the applicant contributes to the cost. Volunteer time and effort is recognised as part of the organisations contribution to the project.
- No assistance will be provided to projects for direct support to an individual.



**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIAŌ ŌRA

Outcome Agreement

between

Ministry of Social Development

and

Canterbury Refugee Council

Outcome Agreement Number	327531
Commencement Date	01 October 2018
Term	Nine months
Expiry Date	30 June 2019
Annual Outcome Agreement Price (excluding GST)	\$20,000.00
Total Outcome Agreement Price (excluding GST)	\$20,000.00

Please note these payments exclude GST. However, payments for GST registered providers will have GST added subject to the terms and conditions of this Outcome Agreement.

Outcome Agreement

Parties

Ministry of Social Development The Sovereign in right of New Zealand acting by and through the Chief Executive of the Ministry of Social Development (**Purchasing Agency**).

Canterbury Refugee Council incorporated under the Incorporated Societies Act 1908 and having its registered office at 166 St Asaph Street, Christchurch (**the Provider**).

Introduction

- A The Framework Terms and Conditions (2nd edition) are part of this Outcome Agreement. The Framework Terms and Conditions are available at www.procurement.govt.nz
- B This Outcome Agreement describes the:
 - (i) Outcome to be achieved;
 - (ii) Services that the Provider will provide to contribute towards achieving that Outcome; and
 - (iii) the performance measurement framework to assess the provision of the Services, and whether the Services have contributed towards achieving the Outcome.
- C The Purchasing Agency engages the Provider to provide the Services on the terms of this Outcome Agreement (including the Framework Terms and Conditions).

It is agreed:

1 Relationship between this Outcome Agreement and the Framework Terms and Conditions

- 1.1 This Outcome Agreement is deemed to incorporate and be governed by the Framework Terms and Conditions (as added to or modified in accordance with clause 9 of this Outcome Agreement).
- 1.2 Unless the context otherwise requires, all terms defined in the Framework Terms and Conditions have the same meaning in this Outcome Agreement.
- 1.3 The Introduction above forms part of this Outcome Agreement.

2 Term of this Outcome Agreement

- 2.1 This Outcome Agreement will commence on 01 October 2018 and end on 30 June 2019 unless extended pursuant to clause 2.2 or terminated earlier in accordance with the Framework Terms and Conditions.
- 2.2 The Purchasing Agency may extend the term of this Outcome Agreement for an additional period of one year by giving the Provider notice it wishes to extend the term, at least six months before the date when the term would otherwise expire.

3 Services

- 3.1 The Provider will provide the Services described in Appendix 1.
- 3.2 In providing the Services, the Provider will meet or exceed any deliverables set out in the provider report. The deliverables will be used to determine whether the Provider has been successful in delivering each Service in accordance with this Outcome Agreement, so as to contribute toward achieving the Outcome linked to each Service.
- 3.3 In providing the Services the Provider must follow the reasonable directions of the Purchasing Agency. Such directions must be consistent with the terms of this Outcome Agreement.

4 Payment

- 4.1 Subject to the Purchasing Agency's rights under the Framework Terms and Conditions relating to the Recovery, Reduction or Suspension of Payments, the Purchasing Agency will pay the Provider for the Services the amounts, and at the times specified in Appendix 5.

5 Contract management

- 5.1 The contract management arrangements for this Outcome Agreement (including monitoring, reporting and audit) are set out in Appendices 2 to 4.
- 5.2 The Provider and Purchasing Agency will comply with all applicable obligations under Appendices 2 to 4.

6 New IP

- 6.1 If, contrary to the intellectual property clauses in the Framework Terms and Conditions, any New IP that is to be owned by the Purchasing Agency will be recorded in Appendix 6.
- 6.2 Any agreed uses of New IP are recorded in Appendix 6.

7 Privacy of personal information

- 7.1 The details of any personal information that will be shared between the Purchasing Agency and the Provider, and any agreed approach to the management of such information, are recorded in the associated Service Specifications and/or Guidelines if applicable.

8 Relationship Managers and contact details

- 8.1 Each party's postal address, email address, phone number and Relationship Manager details is set out below:

Purchasing Agency:

Relationship Manager:

s 9(2)(a)

Designation:

Lead Advisor, E Tū Whānau

Address:

PO Box 1556, Wellington 6140

Phone:

s 9(2)(a)

Mobile phone:

Email:

@msd.govt.nz

Provider:

Relationship Manager:

Ahmed Tani

Designation:

Chairperson

Address:

PO Box 13585

Armagh

Christchurch 8141

Phone:

s 9(2)(a)

Email:

cantyrefugeecouncil@gmail.com

9 Changes or additions to the Framework Terms and Conditions

- 9.1 The Provider and Purchasing Agency agree to amend the Framework Terms and Conditions as set out in Appendices 7 and 8.
- 9.2 Except as set out in Appendices 7 and 8, the Framework Terms and Conditions remain in full force and effect in relation to this Outcome Agreement.

Signatures

Ministry of Social Development

Signed by s 9(2)(a)

Lead Advisor
Commissioning & Market Building

I have a delegation under section 41 of the State Sector Act 1988 to sign on behalf of the Ministry of Social Development.

s 9(2)(a)

08/11/2018
Date

Signed

Canterbury Refugee Council

Signed by Ahmed Tani

Chairperson

I have authority to sign for Canterbury Refugee Council and confirm this Outcome Agreement has not been altered from what was last provided by the Purchasing Agency.

Ahmed Tani

05/11/2018
Date

Signed

Appendix 1 – Services and Outcomes

Outcome (Population)		
By providing the Services under this Outcome Agreement, the Provider will be contributing towards the following Ministry of Social Development outcomes:		
<ul style="list-style-type: none"> Prevention and reduction in vulnerability and harm for individuals, families and communities and Reduction in the number of families that experience hardship and adverse life outcomes. 		
Detailed Service Description	Service Location	Outcome Agreement Price
To support the delivery of workshops in the refugee and migrant communities in Christchurch that strengthen whānau and eliminate violence.	Christchurch	\$20,000.00
Total		\$20,000.00

Please note these payments exclude GST. However, payments for GST registered providers will have GST added subject to the terms and conditions of this Outcome Agreement.

Appendix 2 – Monitoring by the Purchasing Agency

Financial Year of Visit	Monitoring or Support Visit Due Date
F2019	March 2019 or as otherwise agreed between the Parties.

Appendix 3 – Regular reporting by the Provider

The Provider shall provide the Purchasing Agency Relationship Manager with the following reports and information.

Reporting Name	Date Due	Period Covered by the Report
Provider Return		
Appendix 9	10 July 2019	01 October 2018 to 30 June 2019.
Narrative Report		
Appendix 10	10 July 2019	01 October 2018 to 30 June 2019.

Appendix 4 – Regular Audits or Accreditation of the Provider

Audit or Accreditation Review: Social Sector Accreditation Standard Levels	Review Cycle Frequency (risk dependent)
Level One	6 months – 1 year
Level Two	2 years
Level Three	2 – 3 years
Level Four (Self-Assessment)	2 years
Level Five (Self-Assessment)	Not applicable

Appendix 5 – Payment for Service/s

Payment Number	Payment Date	Instalment Amount
1	Following the signing of this Outcome Agreement by both Parties and upon receipt of a valid itemised Tax Invoice.	\$20,000.00
Total		\$20,000.00

Please note these payments exclude GST. However, payments for GST registered providers will have GST added subject to the terms and conditions of this Outcome Agreement.

Appendix 6 – New IP

Not applicable.

Appendix 7 – Changes to the Framework Terms and Conditions

- 7.1 The Purchasing Agency and Provider agree that despite the provision on the accreditation reviews in the Framework Terms and Conditions (see clause 5.6 of the Framework Terms and Conditions), the Accreditation Review for Level One of the Social Sector Accreditation Standards will be every six months unless otherwise agreed by the Purchasing Agency (see Appendix 4 of this Outcome Agreement).

Accreditation Status means accreditation at levels 1 to 4 under the Social Sector Accreditation Standards.

- 7.2 Despite clause 11.1 of the Framework Terms and Conditions, the Purchasing Agency may terminate the Outcome Agreement by giving the Provider not less than six months prior written notice (or such other period agreed by the parties in writing).

Appendix 8 – Additional Terms to the Framework Terms and Conditions

The Purchasing Agency and Provider agree that the following additional terms form part of this Outcome Agreement:

8.1 Health and Safety at Work Act 2015

The Provider will:

- (a) Consult, cooperate and coordinate with the Purchasing Agency to the extent required to ensure both Parties comply with their respective obligations under the Health and Safety at Work Act 2015 as they relate to the Outcome Agreement.
- (b) Perform its, and ensure that its Personnel perform their, obligations under the Outcome Agreement in compliance with its and their obligations under the Health and Safety at Work Act 2015.
- (c) Comply with all reasonable directions of the Purchasing Agency relating to health, safety and security.
- (d) Report any health and safety matters, as determined by the Purchasing Agency's Social Sector Accreditation Standards (for Levels 1 to 4 Service/s only), the Purchasing Agency's policy, or any notice issued under the Health and Safety at Work Act 2015, to the Purchasing Agency to the extent that it relates to, or affects, the Outcome Agreement.

Appendix 9 – Provider Report and Deliverables

Canterbury Refugee Council Report Form for Period 01 October 2018 to 30 June 2019

Report Due Date
10 July 2019

Signed by:

Date:

Name:

Position:

Ahmed Tani
05/11/2018
Ahmed Tani
Chair

Description of Service	Deliverables (during the reporting period)	Quantity of Service	Due Date
To support the delivery of workshops in the refugee and migrant communities in Christchurch that strengthen whānau and eliminate violence.	To coordinate and facilitate interactive workshops with ethnic communities focussing on the education, counselling and support around the elimination of family violence.	4	By end of June 2019
	Number of participants attending each workshop.	20	By end of June 2019
	Percentage of attendees who expressed they were satisfied with the workshops.	100%	By end of June 2019
	Narrative Report	1	By 10 July 2019

Appendix 10 – Narrative report

Narrative section: To be completed once per year – 10 July 2019
Please provide the following information:
An explanation of the variance (if any) between the service measures funded and the service measures delivered.
What were the highlights/achievements of this project for your organisation?
What were some of the challenges you faced with this project?
Outcomes and reflections
What were the outcomes/results – intended and unintended?
Are there any learnings from the activities that you would like to share?
How has the project contributed to improved attitudes and behaviours?

Important Note: If you are submitting your Provider Return Report by email please send it to **s 9(2)(a)** @msd.govt.nz

Progress Report

Project Details

Project name	To support the delivery of workshops in the refugee and migrant families and individuals through a range of activities that eliminate violence and strengthen whanau
Location	Christchurch
Grant No.	327531
Reporting period	01 October 2018 to 30 June 2019
Report compiled by	Canterbury Refugee Resettlement & Resource Centre

Summary

Activities & Outputs

Activity 1: To coordinate and facilitate the Refugee Parenting Programmes

Status	Complete
Objective	To organise orientation sessions for refugee parents to talk about impact of family violence on children and its impact on their mental wellbeing.
Activity dates	Planned: November 2018 to May 2019 Actual: held as planned
Progress	This activity was held at the Canterbury Refugee Centre and was attended primarily by the parents of school going children. Interpreters were also provided. Sessions planned for March 2019 were put on hold due to the Christchurch Mosque attacks.
Outputs created	The central focus of the sessions was to discuss impact of family violence on children and how it affects their mental wellbeing and subsequently affect them in all areas of life. In some cultures, violence is defined differently as compared to New Zealand and thus it is important for parents to understand the society where their kids are being raised and help them to navigate both the cultures in raising bi-cultural kids.

Activity 2: To coordinate driving license programme for women

Status	Complete
Objective	To run information sessions for women to obtain their driver's license
Activity dates	Actual: held as planned
Progress	This activity was held at the Canterbury Refugee Centre. All orientation sessions were run successfully. There was good attendance, and participation.
Outputs created	Holding a driver's license is vital for women especially from refugee backgrounds who are often otherwise stay at home isolated as other family members may have their own work and life. Women who drive are often more independent and able to tackle situations pertaining to their family and children more confidently as in most cases they work, have a social life and are more aware of services compared to women who have mobility issues and thus tend to stay home. Anecdotally, it also have an impact on situations of domestic violence and their ability to handle such issues.

Activity 3: To research about refugee students' needs in Canterbury region

Status	Complete
Objective	To research about refugee students' needs in Canterbury region, particularly in University of Canterbury and ARA Institute. The research will help CRC to understand the gaps in supporting refugee youths and young adults in education field. From that, CRC can provide relevant advice and support when needed.
Activity dates	Actual: held as planned
Progress	The research was held through minimal survey that a variety of fields were come up. One of that is the alcohol and drug related issues, which lead to family violence, and mental health problems.
Outputs created	Survey was filled out truthfully and participants found interesting that they would want to participate in-person meetings.



MINISTRY OF SOCIAL DEVELOPMENT

TE MANATŪ WHAKAHIATO ORA

23 April 2019

Ahmed Tani
Canterbury Refugee Council
PO Box 13585
Armagh
Christchurch 8141

Tēnā koe Ahmed

Please review this Grant and arrange to have it signed in accordance with the rules of your organisation, provided it is satisfactory. Please ensure the following:

- The Grant is signed, scanned and emailed as a PDF to **Contract_Development_Team@ot.govt.nz**
- the scanned document includes the whole Grant with all pages in order
- do not annotate the grant other than in the designated areas. If you have any additions please consult your Relationship Manager.

Please forward an invoice to your Relationship Manager. Please ensure:

- the invoice is completed with the specified amount as per Inland Revenue guidelines
- if not done so previously, a blank bank deposit slip is supplied.

Further points to note:

- The Grant does not come into force until it is signed by both Parties; and
- A copy of the Grant will be emailed to you at **CantyRefugeeCouncil@gmail.com** once it has been signed on behalf of the Crown.

Purpose of this grant

The Ministry of Social Development (**The Ministry**) would like to grant Canterbury Refugee Council (**The Provider**) a total of \$20,000.00 excluding GST under the terms and conditions contained in this Grant.

This Grant has been made to Canterbury Refugee Council to provide the following Activity/Initiative:

Activity/Initiative	Service Area
To support the refugee and migrant communities in Christchurch.	Christchurch

Payment

The Ministry will pay the Grant to the Provider as follows:

Payment	Payment is subject to:
\$20,000.00	Following the signing of this Grant by both Parties and upon receipt of a valid Tax Invoice.
\$20,000.00	Total funding payable under this Grant excluding GST.

Please note these payments exclude GST. However, payments for GST registered providers will have GST added subject to the terms and conditions of this Grant.

Reporting

Report on the achievement of key milestones for the Activity/Initiative. The Provider will complete delivery of the Activity/Initiative and provide a final report upon completion or cessation, as detailed in Appendix One and Two of this Grant. This should be submitted no later than 10 July 2019.

Terms and conditions of Grant

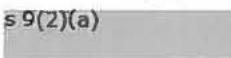
The Ministry is paying the Grant to the Provider under the following terms and conditions:

1. The Provider must only use the Grant for the Activity/Initiative.
2. The Provider will inform the Ministry of any funding received from any other source for the Activity/Initiative.
3. The Provider agrees to acknowledge the assistance of the Ministry in any publicity about the Activity/Initiative.
4. The Provider will not do or omit to do any act that brings the Ministry into disrepute.
5. The Provider will repay a portion of the funding paid by the Ministry, if either the Provider does not satisfactorily deliver the Activity/Initiative; or does not complete the Activity/Initiative because this Grant is terminated.

6. This Grant is a one-off contribution to the Activity/Initiative for the term. The Ministry cannot guarantee that there will be any money available to further fund the Activity/Initiative after the term and the Provider should not expect or rely on continuing funding.
7. This Grant may be superseded by a subsequent grant. Both parties will negotiate in good faith if entering into a subsequent grant.
8. The Ministry reserves the right to terminate the Grant if you do not comply with these terms and conditions.
9. The Provider will not subcontract or assign the benefits or obligations of this Grant with any organisation other than an organisation/s specified in this Grant without prior written permission from the Ministry, and no third party may enforce this Grant.

Signatures

Ministry of Social Development

Signed by  s 9(2)(a)

Lead Advisor
Commissioning & Market Building

I have a delegation under section 41 of the State Sector Act 1988 to sign for the Ministry of Social Development


Signed

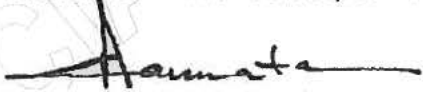
29/04/19
Date

Canterbury Refugee Council

Signed by Ahmed Tani

Chairperson

I have authority to sign for Canterbury Refugee Council and confirm this agreement has not been altered from what was last provided by the Purchasing Agency.


Signed

26/04/2019
Date

If you have any questions regarding this Grant or if there is a change in the circumstances under which you operate or to the Activity/Initiative being provided please contact me.

Nāku iti nei, nā

s 9(2)(a)

Lead Advisor
s 9(2)(a)

@msd.govt.nz

Appendix One – Provider Return Report

Canterbury Refugee Council

Report Due Date
Upon completion of the Project / Service, but no later than 10 July 2019.

Signed by:



Date:

26/04/2019

Name:

Ahmed Tani

Position:

Executive Director

Service Description	Unit of Measure	Quantity of Project / Service	Due Date
To support the refugee and migrant communities in Christchurch.	To coordinate and facilitate support with the refugee and migrant community in Christchurch following the events of 15 March focussing on advocacy, counselling and support.	1	By end of June 2019.
	Narrative Report.	1	By 10 July 2019.

Appendix Two - Provider Return Report

Narrative section: To be completed once per year – 10 July 2019
Please provide the following information:
1. An explanation of the variance (if any) between the service measures funded and the service measures delivered.
2. What were the highlights/achievements of this project for your organisation?
3. What were some of the challenges you faced with this project?
Outcomes and reflections
4. What were the outcomes/results – intended and unintended?
5. Are there any learnings from the activities that you would like to share?
6. How has the project contributed to improved attitudes and behaviours?

Important Note: If you are submitting your Provider Return Report by email please send it to s 9(2)(a) @msd.govt.nz

Progress Report

Project Details

Project name	To support the refugee and migrant communities in Christchurch
Location	Christchurch
Grant No.	327684
Reporting period	June 2019
Report compiled by	Canterbury Refugee Resettlement & Resource Centre

Summary

Activities & Outputs

Activity 1: To coordinate and facilitate the Refugee Elderly Programmes.

Status	Complete
Objective	To run social activities that will enhance participation of elderly refugee members in the community and reduce social isolation.
Activity dates	<i>Planned:</i> 2 outings <i>Actual:</i> held as planned

Progress	<p>This activity was held at the Canterbury Refugee Centre. The elderly members from refugee background were invited to the Centre and were encouraged to socialise with each other. They were provided with refreshments and interpreter if required.</p> <p>The elderly members also participated in the community garden located at the premises of the Canterbury Refugee Centre. They helped in planting vegetables and tending the garden.</p> <p>Additionally, we also organised an outing for the elderly member for them to socialise</p>
Outputs created	<p>The elderly members from the refugee background are one of the most vulnerable group as they have limited mobility and their limited command over English language. This makes it difficult for them to access various programmes on offer for elderly in the mainstream organisations.</p>

Activity 2: To coordinate and facilitate the Community Well-Being Projects.

Status	Complete
Objective	<p>To run 3 activities for all the members of refugee communities aimed at reducing social isolation, promote a sense of belonging and create a general sense of mental and physical wellbeing.</p> <p>This includes 2 Picnic and one get together aimed at creating social interaction.</p>
Progress	<p>This activity was held at the Canterbury Refugee Centre. 1 picnic was held for the community members.</p> <p>One get-together was also held successfully at the CRC to promote social wellbeing where the attendees were provided with refreshments and interpreter if required.</p>
Outputs created	All the participants enjoyed coming to the CRC to attend the planned activities.

Activity 3: Single-mom issues

Status	Complete
Objective	3 session of orientation to discuss about single mothers issues. Through the orientation, problems will be raised regarding to different areas including how to raise children in right direction. Sessions will be helpful to the community.
Progress	Both migrants and refugees single mothers supported each other, and came together to solve problems. Orientation was the place to share their own experiences.
Outputs created	All the participants enjoyed coming to the CRC to attend the planned activities.

Activity 4: Alcohol and family violence

Status	Complete
Objective	3 sessions of workshop about alcohol and family violence were held to raise people's awareness about the harmfulness of over-using alcohol and drugs.
Progress	A lot of young people have issues with alcohol, and family violence was happened because of alcohol issues. This reason lead to the damage in family strengthening. The workshops attracted numbers of young adult as the cause impacts directly to their lives.
Outputs created	Young adults from refugee and migrant background participated in the workshops. Community people agreed to continue the workshops to understand deeply the harm of alcohol to their life in respond to legal and moral sides.